



Date: May 3, 2021

To: Home and Community-based Services (HCS) Program Providers
Texas Home Living (TxHmL) Program Providers
Local Intellectual and Developmental Disability Authorities (LIDDA)
Financial Management Services Agency (FMSAs)

Information Letter No. 2021-22
1915(c) Waivers Migration to the Texas Medicaid Healthcare
Partnership (TMHP) Long-Term Care Online Portal (LTCOP) Project
Revised 5/6/2021

The HCS/TxHmL Project will implement modifications to the Texas Medicaid Management Information System (TMMIS) for migration of the HCS and TxHmL forms and claims from the legacy Health and Human Services (HHS) Client Assignment and Registration (CARE) system to the Texas Medicaid Healthcare Partnership (TMHP) Long-Term Care Online Portal (LTCOP) effective August 2, 2021.

The benefits of this project include:

Updated Forms Processing

- Web-based user interface
- Automated letters
- Reporting dashboards
- Increased visibility to form status

Improvements for Claims Processing

- Daily or weekly claims processing
- Standards for third-party submitters
- More timely claims submission and ability to batch
- Reduces administrative burden, less data entry

Forms Submission

Beginning August 2, 2021, HCS and TxHmL program providers and LIDDAs must submit the HCS and TxHmL forms listed below through the TMHP LTCOP. These form submission updates will help improve accuracy and will allow for more timely processing and payments for providers.

The following forms will be available for submission on the TMHP LTCOP on August 2, 2021:

- HCS or TxHmL Pre-enrollment (new form for LIDDAs only)
- 8578 Intellectual Disability/Related Condition Assessment
- 8582 TxHmL Individual Plan of Care
- 3608 HCS Individual Plan of Care
- HCS Provider Location Update (PLU)
- Individual Movement (IMT)
 - ▶ LIDDA Reassignments
 - ▶ Request Individual Update
 - ▶ Service Coordinator Update
 - ▶ Initiate Individual Suspensions
- 3615 Request to Continue Suspension of Waiver Program Services
- 3616 Request for Termination of Services Provided by HCS/TxHmL Waiver Provider

Claims Submission

Beginning August 2, 2021, HCS and TxHmL providers must submit claims for dates of service on or after August 1, 2021, using TMHP online claim submission tools, [TexMedConnect](#) or the Electronic Data Interchange (EDI). To become an EDI submitter, visit the [TMHP EDI web page](#) for more information.

Training

TMHP Webinars

TMHP will be hosting webinars to provide information related to the new HCS and TxHmL forms and claims process at TMHP. HHSC encourages providers to attend at least one of the two-part webinars and to invite your third-party vendors if you are using one for billing in the CARE system or at TMHP for other programs besides HCS and TxHmL.

Information for registering for the webinars (Part 1 and Part 2) will be sent to providers in subsequent notices. TMHP webinars are recorded and available to the provider community in TMHP's Learning Management System:

<https://www.tmhp.com/resources/provider-education-and-training>

Webinar 1

- ▶ Part 1 - June 29, 2021
- ▶ Part 2 - July 1, 2021

Webinar 2

- ▶ Part 1 - July 6, 2021
- ▶ Part 2 - July 8, 2021

Webinar 3

- ▶ Part 1 - July 13, 2021
- ▶ Part 2 - July 15, 2021

Webinar 4

- ▶ Part 1 - August 17, 2021
- ▶ Part 2 - August 19, 2021

Note: All webinars will be scheduled from 10:00 AM to 12:30 PM.

TMHP Computer-Based Training (CBT)

The following CBTs are available now in the LMS:

- Long-Term Care Online Portal Basics
- TexMedConnect CBT

Providers can find directions for creating an account in the LTCOP CBT in the [TMHP Learning Management System \(LMS\)](#) and the [Long-Term Care \(LTC\) User Guide for General Information, Online Portal Basics, and Program Resources](#) on the TMHP website and in the TMHP LMS.

TMHP User Guides

A TMHP Long-Term Care Online Portal User Guide for providers of HCS and TxHmL service delivery is currently in development. Item-by-item guides for each of the HCS and TxHmL forms that will be available on the LTCOP are currently in development. Publication of these user guides on TMHP.com is scheduled for the end of June 2021.

To get started using TexMedConnect, review the [Long-Term Care \(LTC\) User Guide for TexMedConnect](#) and set up a TMHP secure portal account by following the steps in the [Basic Tasks for Managing an Account on the TMHP Secure Portal](#) manual and the [TMHP Portal Security Training Manual](#).

To be better prepared for this transition, HHSC recommends that program providers, LIDDAS, and FMSAs should:

- Visit TMHP.com frequently for updates, which will include quarterly bulletins, news articles, and frequently asked questions.
- Sign up for Gov Delivery to stay informed of monthly notifications posted at TMHP.com.
- Register as an EDI claims submitter if using a third-party billing organization or software. To become an EDI submitter, visit the [TMHP EDI web page](#) for more information. **Note:** Submission of the EDI Agreement will be required if using a third-party submitter. Providers can find the EDI Agreement on the [EDI Forms webpage](#).

- Create an administrator account for the TMHP LTCOP to prepare for forms submission.
- Complete CBTs in the LMS:
 - ▶ Long-Term Care Online Portal Basics
 - ▶ TexMedConnect CBT

Sincerely,

[signature on file]

Katherine Scheib
Deputy Associate Commissioner
Medicaid/Children's Health Insurance Program (CHIP) Services - Operations

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